

**Phoenix Program
Process Definition – General Ledger**

Process	<i>Journal Edit</i>
Process Number	<i>GL – 001</i>

Description of Process

Edit is a batch program that will be run during nightly processing. The Edit process verifies the following information:

- ChartField values and Journal Date are valid
- Debits and Credits are balanced and the ledger is defined as a balanced ledger
- Journal entry is flagged for Budget Checking
- Journal entry is flagged for Posting
- Actual totals are equal to control totals (if applicable)
- Accounting period is open
- ChartField combinations are valid (applies to Combination Editing)

Users will not have access to run the Edit Process on-line either from the Edit Icon or the Edit Process. Journals that pass Edit will be available for Budget Checking. Journals that fail the Edit Process will Recycle so that errors can be corrected.

Input to Process

Journal entry with complete and accurate ChartField line information.

Output of Process

Journals that pass the Edit Process in the batch jobs that run in overnight processing will have a status of "Valid" and are ready for the Budget Checking process. Journals that do not pass will Recycle and errors will be listed on the Journal Entry Errors panel.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Process	Journal Edit

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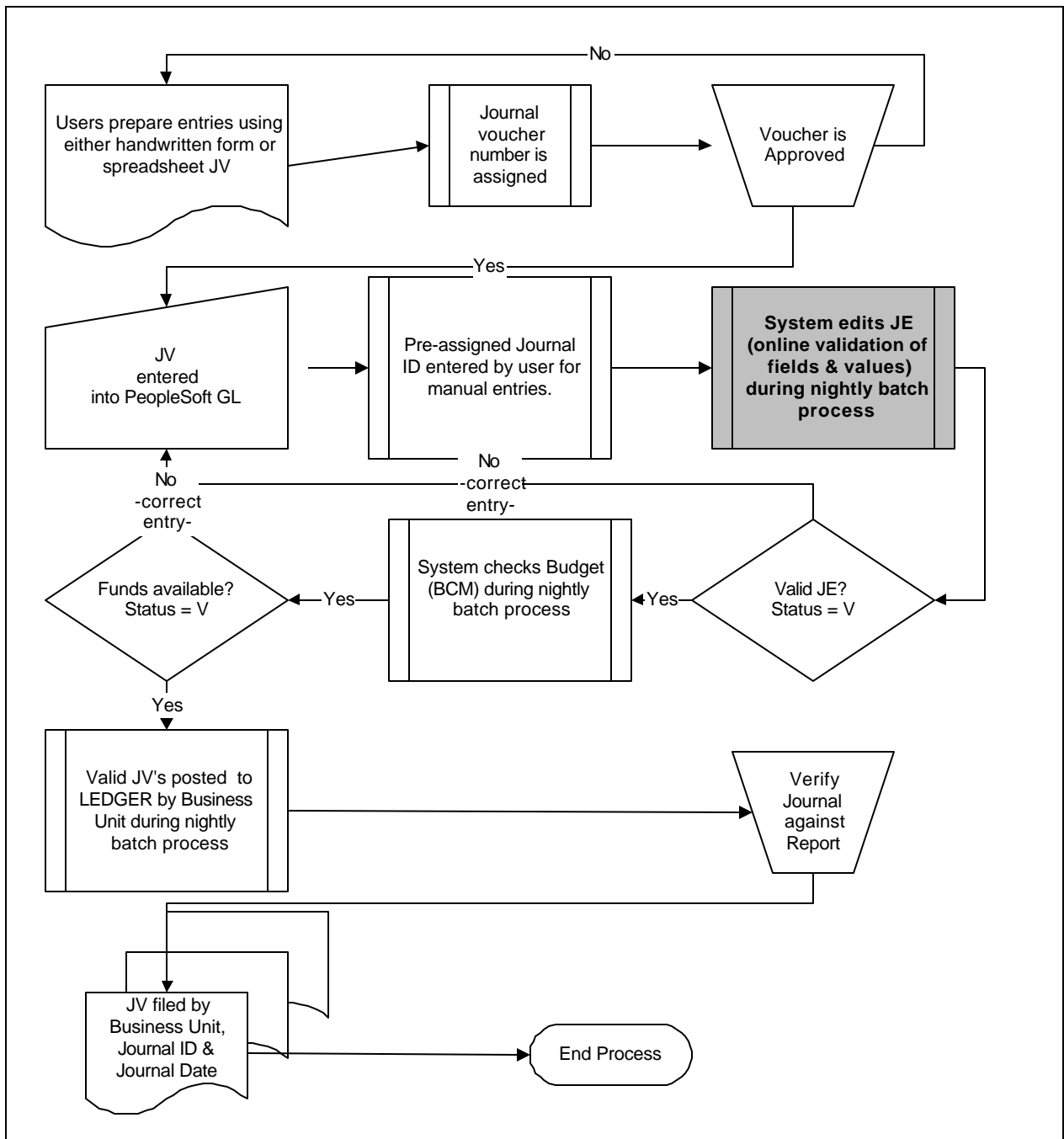
Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Step 1: Journal entry</u> At this point, the journal has a “Required Edit” status even though the system performed a cursory validation when the journal was saved.	Agency
<u>Step 2: Edit Process</u> Edit Process is run during nightly batch processing. Journals either pass or fail.	Centralized
<u>Step 3: Recycle</u> Journals that fail will Recycle. Journals that pass will have a status of “Valid” and will be available for Budget Checking.	Centralized
<u>Step 4: Correct Journals</u> Agency will review and correct Journals that Recycle.	Agency
<u>Step 5: Recycle</u> Next night batch program flow. Repeat steps 2-5 until Journals have a status of “Valid.”	Centralized

Forms Used with Process (#)

**Attach sample form(s)

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Process Signoff

Tested By
Date Tested